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## ADMINISTRATIVE POLICY

### Search and Seizure: Students

### INS-A015

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Policies are periodically revised. Users of this policy should check the QAM website for the most recent version.  
<https://salkeiz.sharepoint.com/qam/SitePages/Home.aspx>

1. The Salem Keizer School District is dedicated to providing a safe and healthy learning and teaching environment for students and staff.
2. School officials have the authority to conduct searches of District property and the personal property of students based upon reasonable suspicion, and to seize unauthorized, illegal or unsafe materials, and/or identify unsafe conditions as a proactive response to keeping schools safe.
3. Reasonable suspicion, which is a level of suspicion that results from specific facts that an administrator can articulate to form an objective opinion that a person has committed or is about to commit a violation of the student discipline code will be the standard used by an administrator determining the need to conduct a search of either District property and/or personal property of a student.
4. Searches will be conducted by a school administrator in the presence of another adult witness.
5. Whenever possible searches will be done with the consent of the student and in their presence.
6. District property includes but is not limited to computers, lockers, cabinets, desks, bookcases, vehicles, and items controlled or directed by school officials in the support of educational-related programs or activities is under the control of school officials and is subject to search at any time
7. Personal property includes but is not limited to the individual, clothes worn by the individual, purse, book bag, backpack, other container used to carry belongings, cellular phone or other mobile electronic device, automobile or other vehicle.
  - 7.1. Strip searches of an individual will not be conducted. This does not include shoes, socks, outer wear such as a coat/jacket, hat, mittens/gloves, or ear muffs.
  - 7.2. Body fluid tests will not be conducted.
8. On an annual basis, parents, students, staff and community will be informed that the District may conduct canine searches of school property and if school officials have reasonable suspicion to believe that contraband is present in a school, an unscheduled canine search may occur.
  - 8.1. Security personnel and/or police who are authorized and trained to conduct the canine search will be accompanied by a building administrator.
9. If unauthorized, illegal or unsafe materials are discovered during any type of search, school officials will exercise one or all of the following options:
  - 9.1. Seizure of contraband.
  - 9.2. Report to the proper authorities.
  - 9.3. Initiate the District discipline policy and procedure.
10. Attendance at Activities
  - 10.1. In the case where students are attending student activities that are considered a privilege such as school dances, whether on or off campus; the school may test students and guests for alcohol prior to allowing their admission.
  - 10.2. Breathalyzer tests may only be administered by school officials who have been properly trained to administer breathalyzer tests. Breathalyzer tests may only be administered with a breathalyzer testing machine owned, maintained, and calibrated by the law enforcement agency or by the District in accordance with the manufacturer's instructions.



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- 10.3. Students attending school events shall be selected for breathalyzer testing using a predetermined randomization method that gives each student an equal chance of being selected (e.g. every Nth student to arrive, every Nth student on the roster, roll the dice, pick a card, spin the wheel, etc.).
- 10.4. When a breathalyzer test is administered at random, a student's refusal to participate or a positive test result shall be used as a basis for denying the student the privilege of attending the school event.
- 10.5. Appropriate steps shall be taken to protect student privacy during breathalyzer testing.
- 10.6. Those who test positive will be evaluated further, may not be granted admission and may suffer additional consequences.
- 10.7. The building principal shall provide annual written notice of the District's policy regarding breathalyzer testing to students and their parents/guardians.

**Revision History:**

<b>Date</b>	<b>Description</b>
09/24/2012	Approved by Cabinet
2/15/19	Added section 10

**Approved By:** Secondary Level Office (approval on file)